

Per Person Course Prices
July 1, 2007 – June 30, 2008

OPEN ENROLLMENT* Course Name	Length of Class (in days)	Per Person Course Cost		
		Sacramento	Bay Area, Central Valley, Coastal Region, & Northern CA	Southern California
Administrative Writing	2	\$260.00	\$280.00	\$290.00
Attitudes, Anxieties, and Anger	1	\$130.00	\$150.00	\$160.00
At-Work Writing Style Tips	1	\$130.00	\$150.00	\$160.00
Basic Math Skills for Work	1	\$145.00	\$165.00	\$175.00
Basic Mediation Skills One Day Workshop	1	\$150.00	\$170.00	\$180.00
Basic Mediation Skills Training	4	\$625.00	\$645.00	\$655.00
Basic Supervision Part I	5	\$550.00	\$570.00	\$580.00
Basic Supervision Part II	5	\$550.00	\$570.00	\$580.00
Budget Change Proposal Overview	1	\$130.00	\$150.00	\$160.00
Budget Process Workshop	2	\$260.00	\$280.00	\$290.00
Building High Performance Teams	1	\$130.00	\$150.00	\$160.00
Capitalizing on Diversity	1	\$145.00	\$165.00	\$175.00
Career Dev. Series Part I - Career Match	1	\$150.00	\$170.00	\$180.00
Career Dev. Series Part II - Resumes	1	\$130.00	\$150.00	\$160.00
Career Dev. Series Part III - Interviewing	1	\$130.00	\$150.00	\$160.00
Coaching & Skill Transfer Workshop	1	\$130.00	\$150.00	\$160.00
Collaboration Skills	2	\$280.00	\$300.00	\$310.00
Communicating Effectively	1	\$140.00	\$160.00	\$170.00
Communicating With Data	1	\$140.00	\$160.00	\$170.00
Completed Staff Work	2	\$260.00	\$280.00	\$290.00
Conducting Effective Meetings	1	\$130.00	\$150.00	\$160.00
Conflict Management	1	\$130.00	\$150.00	\$160.00
Continuous Improvement (Introduction to)	1	\$130.00	\$150.00	\$160.00
Conversational Spanish for Managers	2	\$260.00	\$280.00	\$290.00
Cost-Benefit Analysis Workshop	1	\$130.00	\$150.00	\$160.00
Creative Discipline - Progressive Discipline	1	\$130.00	\$150.00	\$160.00
Critical Thinking (Introduction to)	2	\$260.00	\$280.00	\$290.00
Customer Service Excellence	1	\$130.00	\$150.00	\$160.00
Dealing With Difficult People	1	\$130.00	\$150.00	\$160.00
Developing Analytical Skills (24 people max)	5	\$550.00	\$570.00	\$580.00
Designing A Successful Wellness Program	1	\$130.00	\$150.00	\$160.00
E-Communications Workshop	1	\$130.00	\$150.00	\$160.00
Effective Listening	1	\$140.00	\$160.00	\$170.00
Effective Presentations (limited class size)	2	\$245.00	\$265.00	\$275.00
ESL Grammar and Writing Skills	2	\$265.00	\$285.00	\$295.00
ESL Speaking and Listening Skills	1	\$140.00	\$160.00	\$170.00
ESL Trouble Spots	4	\$550.00	\$570.00	\$580.00
Facilitation Workshop	2	\$265.00	\$285.00	\$295.00

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		Sacramento	Bay Area, Central Valley, Coastal Region, & Northern CA	Southern California
Follow the Leader	1	\$130.00	\$150.00	\$160.00
Get That Job!	1	\$130.00	\$150.00	\$160.00
Grammar	3	\$470.00	\$490.00	\$500.00
Information Mapping: Developing Procedures, Policies, & Documentation	3	\$750.00	\$770.00	\$780.00
Information Mapping: Mapping Business Communication	2	\$550.00	\$570.00	\$580.00
Instruction Techniques for Trainers (limited class size)	3	\$400.00	\$420.00	\$430.00
Interactive Training Techniques	2	\$280.00	\$300.00	\$310.00
Interpersonal Skills	2	\$260.00	\$280.00	\$290.00
Interviewing Candidates	1	\$130.00	\$150.00	\$160.00
Introduction to Analytical Staff Work	2	\$260.00	\$280.00	\$290.00
Language Access in State Government	0.5	\$75.00	\$95.00	\$105.00
Leader or Manager or Both	1	\$130.00	\$150.00	\$160.00
Leadership Essentials	1	\$130.00	\$150.00	\$160.00
Leading the Four Generations in the Workplace	0.5	\$75.00	\$95.00	\$105.00
Leadperson Workshop	3	\$390.00	\$410.00	\$420.00
Legislative Bill Analysis	2	\$260.00	\$280.00	\$290.00
Legislative Process	1	\$130.00	\$150.00	\$160.00
Managing Change	1	\$130.00	\$150.00	\$160.00
Managing with Data	0.5	\$75.00	\$95.00	\$105.00
Measuring Your Organization's Performance	2	\$360.00	\$380.00	\$390.00
Motivating Employees Non-Monetarily	1	\$130.00	\$150.00	\$160.00
Negotiation Skills Workshop	2	\$260.00	\$280.00	\$290.00
Netiquette	1	\$130.00	\$150.00	\$160.00
Organizing Your Personal Workspace	1	\$130.00	\$150.00	\$160.00
Performance Appraisal	1	\$130.00	\$150.00	\$160.00
Performance Coaching as an Art	0.5	\$75.00	\$95.00	\$105.00
Performance Measures: Purpose, Use, and Alignment	1	\$145.00	\$165.00	\$175.00
Problem Solving and Decision Making	4	\$500.00	\$520.00	\$530.00
Process and Performance Management	1	\$130.00	\$150.00	\$160.00
Program Analysis and Evaluation	3	\$390.00	\$410.00	\$420.00
Project Management	3	\$400.00	\$420.00	\$430.00
Raising the Bar for Managerial Communication	0.5	\$75.00	\$95.00	\$105.00
Relationship Strategies for the Workplace	1	\$130.00	\$150.00	\$160.00
Revision Techniques	1	\$130.00	\$150.00	\$160.00
SEMS/NIMS/ICS Combined Course	1	\$199.00	\$199.00	\$199.00
Seven Habits for Managers	2	\$480.00	\$500.00	\$510.00
Seven Habits of Highly Effective People	3	\$480.00	\$500.00	\$510.00
Sexual Harassment Prevention	0.5	\$75.00	\$95.00	\$105.00
Spanish for Public Contact Personnel	2	\$260.00	\$280.00	\$290.00

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Statistics (limited class size)	4	\$600.00	\$620.00	\$630.00
Strengthening Leadership and Managerial Communication	0.5	\$75.00	\$95.00	\$105.00
Stress Management	1	\$130.00	\$150.00	\$160.00
Team Building	2	\$260.00	\$280.00	\$290.00
Technical Report Writing	3	\$390.00	\$410.00	\$420.00
Time Management	1	\$140.00	\$160.00	\$170.00
Time Management - Focus: Achieving Your Highest Priorities (includes planners)	1	\$170.00	\$190.00	\$200.00
Understanding Work Behavioral Styles	2	\$265.00	\$285.00	\$295.00
Upward Leadership	2	\$260.00	\$280.00	\$290.00
Violence Prevention in the Workplace	0.25	\$50.00	\$70.00	\$80.00
Wellness of Body	.5	\$75.00	\$95.00	\$105.00
Wellness of Mind	.5	\$75.00	\$95.00	\$105.00
Workforce/Succession Planning Workshop	4	\$550.00	\$570.00	\$580.00
Workshop on Leading Effectively	1	\$150.00	\$170.00	\$180.00
Workshop on Managing the Multi-Cultural Workforce	1	\$150.00	\$170.00	\$180.00
Writing Letters and Memos	1	\$130.00	\$150.00	\$160.00
Writing Skills for Analysts	1	\$130.00	\$150.00	\$160.00
Written Communication	4	\$500.00	\$520.00	\$530.00